OFFICE OF THE SUPERINTENDENT, GOVERNMENT STATIONERY DEPOT, BANGALORE.

SUBJECT—Regarding the report of shortages of stationery by receiving officers immediately on receipt of the supplies from the Stationery Depot.

Circular No. S. 3153, *dated* 15*th May* 1933.

To—

All officers obtaining supplies of stationery articles and papers from the Government Stationery Depot, Bangalore.

The undersigned desires to bring to the notice of all officers entitled to the supply of stationery articles and papers from the Stationery Depot that all stationery articles and papers despatched to the several offices are carefully counted in the Stationery Depot and thoroughly checked twice before being packed. Cash security of Rs. 100 is furnished by each of the packers and the packing is carried out under the personal supervision of the Supervisor who has also furnished a substantial security of Rs. 1,000. In addition to these efficient checks and counter-checks, all cases of shortages reported by receiving officers after observing the conditions prescribed in the Stationery Rules are promptly investigated and the shortages made good if such reports are found reasonable. It is, however, observed that in several cases reports about shortages are made after considerable delay and long after the receipt of the consignments in the receiving offices when no useful purpose can be served by any enquiries made by this office. The attention of all receiving officers is therefore invited to Rules 21 and 22 of the Rules for the supply of Stationery articles and Forms appended to Government Order No. G. 201-60—P. & S. 1-31-1, dated 8th July 1931 (reproduced below for facility of reference), which lay down that the packages of stationery should be opened immediately on arrival and the contents verified with the invoice in the presence of the receiving officer and the invoice returned to this office immediately duly receipted. If any shortages are noticed, a detailed report may be kindly furnished noting the names of the missing articles, the condition in which the consignment was received, and whether the packing was intact or showed signs of having been tampered with. Such reports can be admitted only if made within a week after the receipt of the consignments in the receiving office. All such cases will be promptly investigated and if the complaint is proved to be well-founded, the shortages will be made good by the Stationery Depot. In cases in which the shortages are reported later than a week after the receipt of supplies, no useful action can be taken by this office and the Stationery Depot cannot undertake any responsibility for the alleged shortages.

B. PUTTAIYA,
Superintendent of Stationery.

RULES FOR THE SUPPLY OF STATIONERY ARTICLES AND FORMS.

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Rule 21. On arrival of the supplies, the receiving officers shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the invoice in the presence of the receiving officer or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed and *immediately* transmitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipt must not be delayed pending reference to the Stationery Depot regarding the short or excess delivery which should form the subject of separate correspondence.

Rule 22. In the unavoidable absence of the Head of the Office, the packages shall be opened by the Sheristedar, Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the Head of the Office.

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